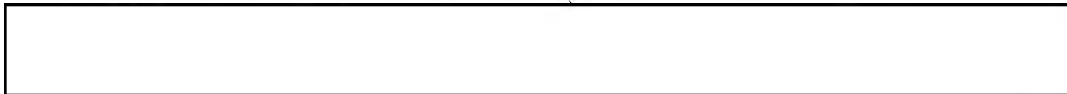


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ENCLOSURE 1 to
LI 43-200-2
RECORDS
14 November 1955

TYPES OF DOCUMENTS EXCEPTED FROM THE FORM 35-1 CONTROL PROCEDURE

1. Requisitions
- ✓ 2. Purchase Orders and Vouchers
3. Contracts and Leases (except as indicated in paragraph 4.b.)
4. Requests for Bids, Bids and Awards
- ✓ 5. Shipping Documents and Requests for Shipment
6. Travel Orders, Vouchers, and Requests for Advances
7. Invoices, Bills, and Bills of Lading
8. Personnel Action Change Forms, Fitness Reports, and Career Membership Applications
9. Advice of Allotment Authorizations and Overtime Requests and Reports
10. Time and Attendance Reports
11. Agency and Office Regulations, Instructions, and Procedures
12. Catalogues, Brochures, and Library Material



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14. IBM Machine Run Tabulations
15. Correspondence with contractors, the Office of Security, or other Agency components regarding clearances and related security matters as posted on individual security cards.
16. Public Building Service Work Orders

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